

DATE: 03/06/2012

TO: City Clerk

FROM: Representative Steve Ortega, District 7

ADDRESS Two Civic Center Pl., 10th floor TELEPHONE 541-4124

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of March 13, 2012

Appointment of Rito E. Carrera to the City Accessibility Advisory Committee by Representative

Item should read as follows: Steve Ortega, District 7.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: City Accessibility Advisory Committee

NOMINATED BY: Representative Steve Ortega DISTRICT: 7

NAME OF APPOINTEE Rito E. Carrera
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

E-MAIL: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Manny Razo

EXPIRATION DATE OF INCUMBENT: 09/11/2011

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X
RESIGNED _____
REMOVED _____

CITY COUNCIL APPROVAL DATE: 03/13/2012

TERM BEGINS ON : 09/12/2011

EXPIRATION DATE OF NEW APPOINTEE: 09/11/2013

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

Rito E. Carrera

Career Objective:

A facilities management position in which acquired expertise, creative talents and commitment to excellence will have valuable application.

Qualifications Highlights:

- ✦ Expertise in strategic planning, capital asset oversight, cost containment, budgeting/finance, customer service and staff training, and supervision
- ✦ Quick study with ability to rapidly achieved organizational integration, easily assimilate job requirements, and aggressively employ new methodologies.
- ✦ Knowledgeable of State construction and maintenance requirements in regards to public education.
- ✦ Service Oriented –focused professional with proactive approach that motivates and guides teams to top performance.
- ✦ Expertise in reading construction plans and specifications for all levels construction projects with ample experience in Construction Management and Facilities management.

Career Experience:

2010 - Present Mirador Enterprises - Business Development/ Project Manager

- ✦ Provided business development with great success and secure new contracts with new clients.
- ✦ Supervised the construction management of projects with various governmental agencies.
- ✦ Responsible to provide project management direction to various projects
- ✦ Generated mechanical construction cost estimates and proposals.
- ✦ Manage various construction projects to ensure project completion on time and within budget.
- ✦ Succeed in project completion using latest Project Management practices.
- ✦ Experienced dealing with City Inspectors and in the compliance with Local Codes.

2010 - 2010 C & E Industrial Services - Marketing Specialist/ Project Development

- ✦ Developed links with Governmental Procurement agencies to secure additional projects.
- ✦ Market the corporate services to Governmental Procurement agencies to secure federal projects.
- ✦ Reviewed and approved the preparation of cost proposals with its supporting documentation.
- ✦ Established project management standards with field staff to complete projects within time and budget.
- ✦ Reorganized the contract administration with others; thus generating substantial savings for the company.

2010 - 2010 High Ridge General Contractor, Inc. - Project Manager

- # Participated in project planning with management to ensure the implementation of all projects activities in accordance with establish contract requirements.
- # Coordinated budgets and schedules to achieve project completion on time and within budget.
- # At the Pre-construction meetings interacted with architects engineers, contractors, and owners.
- # Guided the technical preparation of documentation required for cost submittals.
- # Lead the preparation, review, approval; and evaluation of shop drawings and project documentation.

2007 - 2010 Venegas Engineering Management & Construction - Project Manager

- # Coordinated planning and programming, with management team to ensure that all project activities were prepared in accordance with established contract requirements, budgets, and schedules to achieve project completion on time and within budget.
- # Responsible for the implementation of budget and schedule controls with contractors.
- # Reviewed and evaluated documentation related to the planning, site investigation design, construction, and final contract administration closure.
- # Developed positive working relationships with the Owner / client, consultants, and develop additional partners, subcontractors, and authorities having jurisdiction.

2005 - 2007 Border Environmental Cooperation Commission – Contracting Officer –USA

- # Processed RFQ's and bids proposals for the Commission to include the development, implementation, administration of all bids.
- # Lead in the negotiations with engineering consultants and any service provider.
- # Directed the administrative contract management on projects assigned US/ Mexico Border projects.
- # Provided final decision on contract disputes and provided recommendations for resolution.
- # Monitored and approved the contracts for vendors and other agencies.

1999- 2004 Clint Independent School District -Facilities Coordinator / Planning / Construction

- # Administered the budgets for the Facilities/Maintenance/ Custodial departments.
- # Directed the budgeting, planning design, development and construction of 45 Million dollars in capital projects.
- # Lead the contractual and fee negotiations with architects, construction managers and other professionals.
- # Directed and address the daily operations of the Maintenance, Grounds, Transportation and Child Nutritional Services, Custodial staff, Security departments and Support service secretarial staff.

Education:

University of Phoenix- Master of Arts in Organizational Management -2002

University of Phoenix- Bachelor of Science in Business Management -2000